

Virginia Information Technologies Agency (136)-FY2008 2nd Quarter

Human Resource Management

HR1

EMPLOYEE ATTRACTION & RETENTION

Rating: Progress Toward Expectations

Explanatory Note

Agency monitors, analyzes and reports turnover, conducts exits interviews, and utilizes recruiting and retention tools. The agency overall turnover rate for FY 08 thus far is 3.9 percent, well below the Commonwealth average. Positions are filled on a timely basis with qualified candidates. The average number of days positions remained vacant for this quarter was 70, a longer average counting an additional 20 days before closing and reopening the recruitment..

HR2

FAIRNESS & DIVERSITY

Rating: Meets Expectations

Explanatory Note

Workforce is diverse and policies are consistently applied. Workforce demographics are regularly monitored and strategies have been implemented to support increasing levels of diversity within the workforce. Policies are consistently applied and there were no grievances or Equal Employment Opportunity (EEO) complaints filed this quarter. HuRMan and internal database software is used for analysis and is fully compliant with state and federal laws.

HR3

EMPLOYEE PERFORMANCE MANAGEMENT

Rating: Meets Expectations

Explanatory Note

All employees, including wage employees, are developing their job descriptions and performance plans for the performance cycle collaboratively with their supervisors. Employees are encouraged to provide input on their roles in helping the agency meet its goals and objectives. VITA has a highly productive workforce attributable to effective performance management. Unacceptable behavior is addressed. Extraordinary contributors are recognized. A comprehensive Recognition Program containing elements that allow for acknowledgement by peers, supervisors, and executive leadership has been implemented. SPOT Awards, Team Awards, and Agency Star Awards are examples of programs used to recognize high performers.

HR4

TRAINING & DEVELOPMENT

Rating: Meets Expectations

Explanatory Note

A total of 157 or approximately 39% of employees have taken either online (Learning Management System) or outside training courses during the second quarter of FY 08. As part of training efforts for all Executive Branch agencies, VITA hosted Project Management Development training, which is required to manage Commonwealth Information Technology projects. 98% of VITA employees have completed the required Terrorism Awareness training. A broader range of technical and supervisory and management courses will be offered through VITA's enhanced LMS beginning next quarter. Succession planning is part of VITA's workforce plan. Retirement eligibility data is analyzed and employee personal development plans are reviewed to assist with future planning needs.

HR5

HEALTH & SAFETY

Rating: Progress Toward Expectations

Explanatory Note

Potential hazards are identified and corrected and loss data is analyzed. VITA had no Workers' Compensation claims in the second quarter. All reports are being issued and, where required, posted publicly. VITA conducted several health programs in the second quarter, CPR training, a free flu shot clinic, a blood drive, and an on-line educational video on heart healthy practices, entitled "Keep the Beat." 147 employees participated in these activities which represents 37% of the workforce. The reported Healthy Virginians participation rate this quarter is 18% which reflects only participation in the flu shot clinic. VITA is working to assure all employee participation is recorded in the Healthy Virginians recordkeeping system. Both the 18% and the 37% participation rates reflect significant improvement over the first quarter statistic. Management and employees are exploring the possibility of offering fitness classes in VITA's new work location.

Government Procurement

GP1

eVA USAGE

Rating: Meets Expectations

Explanatory Note

VITA's eVA usage meets all defined expectations at 97%.

GP2

VIRGINIA PARTNERS IN PROCUREMENT CONTRACT USAGE

Rating: Meets Expectations

Explanatory Note

Total spending for the second quarter 08 through November represented 76% of total eligible spending.

GP3

SMALL, WOMEN, & MINORITY VENDOR PARTICIPATION

Rating: Meets Expectations

Explanatory Note

SWAM spending includes subcontractor reporting and conforms with recent DMBE revisions and updates to DMBE certified providers.

Financial Management

FM1

BUDGET PLAN

Rating: Meets Expectations

Explanatory Note

VITA's current year (FY 2008) budget – developed using an improved budget system that integrates with the financial applications – evidences increased collaboration between agency managers and budget staff. Reports on budgets vs. actuals are produced and monitored monthly. All statutory and adhoc requirements are met. Agency reduction plans have been developed for reductions required by the Governor.

FM2

INTERNAL CONTROLS

Rating: Meets Expectations

Explanatory Note

Phase II ARMICs evaluations are in progress and there have been no significant issues uncovered. Most issues point to need to improve documentation.

FM3

APA AUDITS

Rating: Meets Expectations

Explanatory Note

APA audit actions plans have been developed and are monitored in the Finance and Audit committee of the ITIB routinely on a quarterly basis.

FM4

PROMPT PAY

Rating: Meets Expectations

[Explanatory Note](#)

VITA's monthly results for the second quarter reflect 98% of all payments are in compliance.

FM5

DISBURSEMENT POLICIES

Rating: Meets Expectations

[Explanatory Note](#)

VITA adheres to statewide disbursement policies governing the use of state funds. Phase II ARMICS is underway and on schedule.

IT/Enterprise Architecture Initiatives

TC1

IT PLANNING

Rating: Meets Expectations

[Explanatory Note](#)

The IT plan is directly allied to the agency strategic plan and addresses compliance with all noted requirements. In addition to the Commonwealth's ongoing IT Infrastructure Transformation Program, for FY08 VITA's IT strategic plan included internal initiatives composed of one major project and two nonmajor projects, and ten nonmajor procurements.

TC2

Enterprise Collaboration & Improvement

Rating: Meets Expectations

[Explanatory Note](#)

Through use of the Commonwealth's Enterprise Business Architecture (<http://www.vita.virginia.gov/eba/library/>) VITA assists agencies in identifying common business functions that may be candidates for interagency collaborations. During FY's 2007 and 08 VITA has also been an active participant in the Virginia Enterprise Application Program and collaborated in the Governor's Business One-Stop, records management, Aging "No Wrong Door", and others.

Performance Management

PM1

Strategic Planning

Rating: Meets Expectations

[Explanatory Note](#)

As part of the 2008-2010 planning/budgeting cycle, VITA has updated its agency strategic plan, via Virginia Performs to 1) reflect the priorities of the administration as provided to agencies on 12/27/06; and, 2) change existing service areas, objectives and performance measures to reflect the myriad of changes that have occurred in the agency since the beginning of FY 07.

PM2

COMMUNICATES AGENCY MANAGEMENT PERFORMANCE

Rating: Meets Expectations

[Explanatory Note](#)

Agency management performance is communicated in a complete and timely manner through a public dashboard and on the agency's Web site. Communication covers required categories and meets due dates established for reports to the Information Technology Investment Board, Governor and General

Assembly, Secretary of Technology, Department of Planning and Budget, etc. Reports are accurate and timely.

PM3

ACTS TO CORRECT & ENHANCE AGENCY PERFORMANCE

Rating: Meets Expectations

[Explanatory Note](#)

For any deficiencies noted as a result of routine or special audits, (whether conducted externally or internally), independent verification and validation (IV&V) major project reviews, or other similar reviews/evaluations, the agency develops a formal corrective action plan and reports on actions/results to the IT Investment Board at each of its quarterly meetings (see <http://www.vita.virginia.gov/ITIB/default.aspx?id=677>).

PM4

CONTINUITY OF OPERATIONS

Rating: Meets Expectations

[Explanatory Note](#)

VITA has an identified COOP planning process, a written COOP plan, a documented annual update cycle with an annual COOP training and exercise effort with SunGard in Philadelphia. VITA is updating the plan to more completely include customer agency IT Disaster Recovery needs for completing their COOP plans. VITA is also developing a Pandemic Plan.

Environmental & Historic Resource Stewardship

RS1

RESOURCE STEWARDSHIP

Rating: Meets Expectations

[Explanatory Note](#)

VITA continues to focus on energy practices, telework and mass transit promotions.